

# Requester Guide

## Quick Reference Guide



### IDEA

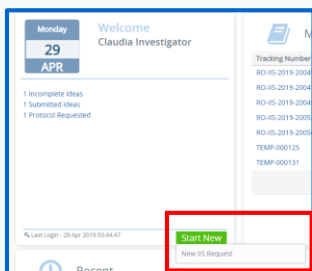
[https://www.roche.com/research\\_and\\_development/who\\_we\\_are\\_how\\_we\\_work/investigator-initiated-studies-portal.htm](https://www.roche.com/research_and_development/who_we_are_how_we_work/investigator-initiated-studies-portal.htm)

Log in using your user name and password or create your user account



1

From your **Dashboard**, click **Start New** then **New IIS Request**



2

Complete all the **mandatory fields** marked with an \* and then click the **Actions** menu and select **Submit Idea**

3

### PROPOSAL

Log in using the deep link provided in the e-mail which will then open the right submission immediately

4

Complete all the **mandatory fields** marked with an \*, **upload** your **CV**, the **budget** (if you're requesting financial support) and **confirm the Products** (if you're requesting Product support) and then click the **Actions** menu and select **Submit Proposal**

5

### PROTOCOL

Log in using the deep link provided in the e-mail which will then open immediately to the Protocol node

6

**Upload the Protocol** and then click the **Actions** menu and select **Submit Proposal**

7